

# Resolution

# FORM A

A RESOLUTION OF THE CITY OF \_\_\_\_\_, MISSOURI, STATING INTENT TO FULLY SUPPORT THE EFFORTS OF A LOCAL ORGANIZATION, NAMED BELOW, IN THEIR EFFORTS TO PURSUE THE COMPLETION OF THE MISSOURI COMMUNITY ASSESSMENT AND PLANNING PROCESS.

WHEREAS, the Missouri Community Assessment and Planning Process is recognized statewide as a valuable planning tool for Missouri communities, and;

WHEREAS, the \_\_\_\_\_, an organization recognized in our city whose mission is to better our community and the lives of our all of our citizens through positive planning and betterment activities, desires to implement the MoCAPP process on our behalf, and;

WHEREAS, the City recognizes the need for an overall community assessment and the identification of specific goals, and;

WHEREAS, the cooperative efforts of the City and the above stated organization will most certainly add to and assure the success and accomplishment of a positive outcome;

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council do fully provide endorsement to the efforts to undertake the Missouri Community Assessment and Planning Process.

THEREFORE BE IT FURTHER RESOLVED that the Mayor and City Council, as a representative body of the people, pledge to support and participate in the overall effort.

Passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signature: \_\_\_\_\_

(Mayor)

Attest: \_\_\_\_\_

(City Clerk)

(Affix Seal Here)

# Vision Statement

# FORM B

In the space below, provide the Vision Statement for your community. If your community does not currently have a vision statement, you may create one. It is important to incorporate a large cross section of participation in creating the Vision Statement for the whole community. There is additional information on the process available in this manual in the section titled "Visioning Session." The Vision Statement must be concise and must not exceed the space provided below.

Community Name \_\_\_\_\_

MoCAPP Chairperson \_\_\_\_\_

Date \_\_\_\_\_

Vision Statement:

# MoCAPP Mission Statement

# Form C

In the space below, provide the Mission Statement created by the group that will guide the process and progress of MoCAPP. This Mission Statement should be specific to the actions of this effort. This Mission Statement is not the community or any other organization's Mission Statement; it is specific to the MoCAPP process and the activities carried out towards its completion. The Mission Statement should be consistent with the community's vision while expressing the overall purpose and desired outcomes of the MoCAPP group. The statement must be concise and must not exceed the space provided below.

Community Name \_\_\_\_\_

MoCAPP Chairperson \_\_\_\_\_

Date \_\_\_\_\_

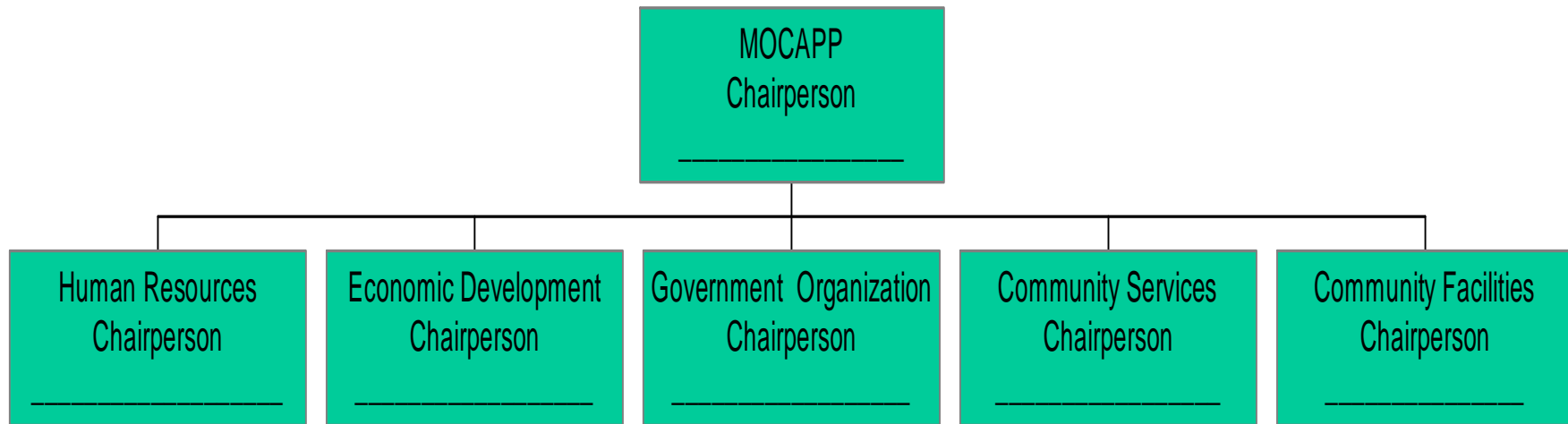
Mission Statement:

# MoCAPP Organizational Chart

## Form D

This document lists, by name and contact information, the formally designated MoCAPP Chair for your community and the designated (appointed) Chair's of the five General Categories. Please complete both parts of the chart (Part A-Structure with Names and Part B-Contact Information).

### Part A Structure with Names



### Part B Contact Information

MoCAPP Position	Full Name of Designee	Mailing Address	Phone Number	Fax Number	E-mail address
MoCAPP Chairperson					
Human Resources Chairperson					
Economic Development Chairperson					
Government Organization Chairperson					
Community Services Chairperson					
Community Facilities Chairperson					

# Subcategory Organizational Chart

## Form E1

### General Category – HUMAN RESOURCES

This document lists, by name and contact information, the designated chair of the general category and the coordinators of each subcategory.

MoCAPP Position	Name of Designee	Address	Phone Number	E-mail
Chair – Human Resources				
Coordinator – Volunteerism				
Coordinator – Health and Social Services				
Coordinator – Child Care and Youth Services				
Coordinator – Culture				
Coordinator – Aging				
Coordinator – Beautification				
Coordinator – Historic Preservation				
Coordinator – Leadership Development				

# Subcategory Organizational Chart

## Form E2

### General Category – ECONOMIC DEVELOPMENT

This document lists, by name and contact information, the designated chair of the general category and the coordinators of each subcategory.

MoCAPP Position	Name of Designee	Address	Phone Number	E-mail
Chair – Economic Development				
Coordinator – Business Attraction				
Coordinator – Site Development				
Coordinator – Business Retention & Expansion				
Coordinator – New Business Development				
Coordinator – International Marketing				
Coordinator – Workforce Development				

Coordinator – Tourism				
Coordinator – Downtown Revitalization				
Coordinator – Agribusiness				

# Subcategory Organizational Chart

Form E3

## General Category – GOVERNMENT ORGANIZATION

This document lists, by name and contact information, the designated chair of the general category and the coordinators of each subcategory.

MoCAPP Position	Name of Designee	Address	Phone Number	E-mail
Chair – Government Organization				
Coordinator – Community Planning				
Coordinator – Budget/Fiscal Control				
Coordinator – City Personnel				
Coordinator – Intergovernmental Cooperation				
Coordinator – Government Communication				



# Subcategory Organizational Chart

## Form E4

### General Category – COMMUNITY SERVICES

This document lists, by name and contact information, the designated chair of the general category and the coordinators of each subcategory.

MoCAPP Position	Name of Designee	Address	Phone Number	E-mail
Chair – Community Services				
Coordinator – Law Enforcement				
Coordinator – Fire Protection				
Coordinator – Health Services				
Coordinator – Education				
Coordinator – Energy Conservation				
Coordinator – Animal Control				
Coordinator – Emergency Management				

# Subcategory Organizational Chart

## Form E5

### General Category – COMMUNITY FACILITIES

This document lists, by name and contact information, the designated chair of the general category and the coordinators of each subcategory.

<b>MoCAPP Position</b>	<b>Name of Designee</b>	<b>Address</b>	<b>Phone Number</b>	<b>E-mail</b>
Chair – Community Facilities				
Coordinator – Parks & Recreation				
Coordinator – Water Supply, Treatment, & Distribution				
Coordinator – Wastewater Collection & Treatment				
Coordinator – Transportation				
Coordinator – Housing				
Coordinator – Library Services				

Coordinator – Solid Waste Management				
Coordinator – Telecommunications				

# Subcategory Mission Statements      Form F1-F37

Each subcategory coordinator is responsible for creating a Mission Statement that will guide the work of that individual subcommittee. This Mission Statement is specific to the actual subcommittee, and it is expected that a total of 37 Mission Statements will be produced. The purpose of this step is to create early direction and understanding of the goals and purpose by all members of the subcommittee. It is intended to keep the subcommittee on track without diversion. The Mission Statement should be consistent with the community's vision and the MoCAPP Mission Statement while expressing the overall purpose and desired outcomes of this subcommittee. The statement must be concise and must not exceed the space provided below.

General Category Title\_\_\_\_\_

Subcategory Title\_\_\_\_\_

General Category Chair\_\_\_\_\_

Subcategory Coordinator\_\_\_\_\_

Date\_\_\_\_\_

Mission Statement:

## LOCAL AVAILABLE RESOURCES

# FORM G1-G37

Through **research**, identify and list all of the resources available for the subcategory. This section is the first step in the assessment process and is closely related to the next step – Asset Mapping. This form allows the group to perform research and seek out the actual existing resources, while the Asset Map relies on people’s perception and experience. When used together they offer a representative listing of the resources related to the subcategory. Please complete the information in the table provided.

General Category Title\_\_\_\_\_

Subcategory Title \_\_\_\_\_

General Category Chair\_\_\_\_\_

Subcategory Coordinator \_\_\_\_\_

[illegible]

# ASSET MAPPING

# FORM H1-H37

For each of the subcategories, the coordinator is responsible for leading an asset mapping session with their group. The session is best achieved by using a flip chart and markers and assembling all of the members of the subcommittee in a room together. The Asset Mapping is the second step in the assessment process and complements Form G completed in the previous step. This step is designed to put the members of the group in a positive frame of mind, which will allow them to focus on what the community has to offer now, which will then lead them into thinking of ways to improve the community in the future (goal setting – next step). Pose the following question to your group while filling in the appropriate blank with your subcategory title. Ask everyone in the room to complete the sentence. Make sure the manner in which they respond creates a complete, grammatically correct sentence. These are “assets.”

**(Do not be concerned that some items may be duplicated from the Resource Form G.)** Continue to list responses until the group has exhausted all possibilities. As long as the response is related to the subcategory, it is fair to include. Make sure everyone participates. Stay focused on the relevant assets of the category and repeat the question as often as it takes. Copy the items found on the flip chart paper to the space provided on this form.

Asset Mapping Question:

*The citizens of our community enjoy opportunities to experience, make use of, and benefit from \_\_\_\_\_ (enter subcategory title) specifically because we have \_\_\_\_\_ (complete the sentence).*

List:

# GOAL SETTING

# FORM I1-I37

Each subcategory coordinator is responsible for completing the goal setting for their respective category. Goal setting uses a similar process to the one used for Asset Mapping. The session is best achieved by using a flip chart and markers and assembling all of the members of the subcommittee in a room together. This time the coordinator will pose a different question, which will lead the members to express their ideas for improvements or enhancements to the community's current situation. The concentration of effort is on the specific subcategory. Ask everyone in the room to complete the sentence. Make sure the manner in which they respond creates a complete, grammatically correct sentence. These are "goals."

Continue to list responses until the group has exhausted all possibilities. As long as it is related to the subcategory, it is fair to include. Make sure everyone participates. Stay focused on the relevant assets of the category and repeat the question as often as it takes. Copy the items found on the flip chart paper to the space provided on this form.

Goal Setting Question:

*In one to three years time, our community will have even better opportunities, access, and benefits from \_\_\_\_\_ (enter subcategory title) specifically because we will then have \_\_\_\_\_ (complete the sentence).*

List:

**\*IMPORTANT- Before you proceed:** Mark each goal with Year-1, Year-2, or Year-3. An evaluation of the complexity of the goal should guide you to determine how long it would take you to accomplish it if a plan were put in place.

# FORM J1-J37

General Category Title\_\_\_\_\_

Subcategory Title \_\_\_\_\_

Subcategory Coordinator \_\_\_\_\_

[illegible]



[illegible]

# Subcategory Prioritization of Goals

## FORM K

Return to the Goal Setting Form I completed for the subcategory. It should include any items that were amended as a result of the Comparison to Subcategory Standards process completed in the last step. It is preferable that the goals and their timelines (Year-1, Year-2, Year-3) be viewed by everyone at the same time. Using the flip chart notes, or creating a new list on the flip chart paper for posting on the wall, will aid in the process. Provide everyone in the room with 3 dots. Each is allowed to vote one time for any goal marked Year-1 that they like the best. Each is allowed to vote one time for any goal marked Year-2 that they like the best. Each is allowed to vote one time for any goal marked Year-3 that they like the best. List below the Year-1 goals receiving the most votes for each of the 37 subcategories.

Subcategory	Year-1 Goal	Year-2 Goal	Year-3 Goal
<b>Human Resources</b>			
Volunteerism			
Health and Social Services			
Child Care and Youth Services			
Culture			
Aging			
Beautification			
Historic Preservation			

Subcategory	Year-1 Goal	Year-2 Goal	Year-3 Goal
Leadership Development			
<b>Economic Development</b>			
Business Attraction			
Site Development			
Business Retention and Expansion			
New Business Development			
International Marketing			
Workforce Development			
Tourism			
Downtown Revitalization			
Agribusiness			

Subcategory	Year-1 Goal	Year-2 Goal	Year-3 Goal
<b>Government Organization</b>			
Community Planning			
Budget/Fiscal Control			
City Personnel			
Intergovernmental Cooperation			
Government Communication			
<b>Community Services</b>			
Law Enforcement			
Fire Protection			
Health Services			
Education			
Energy Conservation			

Subcategory	Year-1 Goal	Year-2 Goal	Year-3 Goal
Animal Control			
Emergency Management			
<b>Community Facilities</b>			
Parks and Recreation			
Water Supply, Treatment, and Distribution			
Wastewater Collection and Treatment			
Transportation			
Housing			
Library Services			
Solid Waste Management			
Telecommunications			

# Individual Goal Worksheet

# Form L

General Category Title \_\_\_\_\_ Subcategory Title \_\_\_\_\_

<b>Goal:</b>			<b>Priority No.</b>
<b>Person/Organization responsible for goal implementation: name, address, phone, fax, and/or email</b>			
<b>Strategy (ies)</b>			
<b>Timeline</b>	Estimated Start Date	Estimated Finish Date	Estimated Date of Implementation
<b>Budget Implications</b>	Estimated Cost of Project	Possible Sources of Funding	
<b>Evaluation</b>	What are the possible intervals for evaluation?		
<b>Benchmarks</b>			